

Personnel Policy Bulletin

Number: 2002-6

Lancaster County

Date: November, 2002

Reference:	Title:
LB285 Commercial Motor Vehicle Safety Act of 1986 Supercedes Personnel Policy Bulletin 2002-2	Commercial Driver's License and Driver's License Personnel Policy Bulletin

Purpose: To provide guidelines for probationary and status employees to obtain a Commercial Driver's License (CDL) or to renew a driver's license.

Applicability: Any probationary or status employee who is working in a job classification which as a condition of employment must drive equipment or vehicles that requires a CDL or a driver's license to be in accordance with Federal and State Law.

Fees: License: The fees to obtain a learner's permit, a driver's license, a CDL and any endorsement will be the responsibility of the employee. In accordance with AFSCME Contract, Article 25, Section 7, the County will reimburse an employee the difference in cost between a regular drivers license and a Commercial Drivers License, when the employee's position requires a Commercial Drivers License, and only when that license is renewed. Employees must submit a photocopy of the renewed CDL to their supervisor for reimbursement (i.e. \$50 (CDL) - \$18.75 (auto) = \$31.25 reimbursement).

CDL Physical Exam: If the employee's classification and job duties require driving across state lines, which requires a DOT physical examination, the physical exam cost will be paid by the County. Physical exams will be taken at the City-County Health Department or through a physician designated by the County on County time.

Time: Time required to renew a driver's license, take a written CDL exam, retake a failed exam, to renew a CDL, to take a CDL skills test, to obtain endorsement or to take the CDL exam after their operator license expires, will be handled in accordance with standard leave policies.

In accordance with AFSCME Contract, Article 25, Section 7, an employee will be paid at their regular rate of pay to take the initial Commercial Drivers License examination one time (each of the three phases). Time off with pay for repeat examination will be at the Department Head's discretion.

Learner's Permit: A learner's permit will be allowed for individuals applying for a class requiring a CDL for the first time, i.e. a new hire or a promotion. In all instances individuals will be required to satisfactorily complete all testing within 60 days, or within 6 months of appointment for employees in the classifications of Activities Director and Activities Assistant at Lancaster Manor.

Personnel Policy Bulletin

Number: 2002-6

Lancaster County

Date: November, 2002

Reference:	Title:
LB285 Commercial Motor Vehicle Safety Act of 1986 Supercedes Personnel Policy Bulletin 2002-2	Commercial Driver's License and Driver's License Personnel Policy Bulletin

Failure to complete this requirement as a condition of employment will result in termination in the case of a probationary employee or failure to qualify for status in the case of a promotion.

In no instance will an existing employee who is required to obtain a CDL before license expiration be allowed to use a learner's permit to "buy time."

Expired Licenses: Employees whose CDL or driver's license expires will not be allowed to work until they have obtained the proper driver's license. Employees may request approval to take vacation leave if available in order to take the exam at the State Department of Motor Vehicles Testing Station.

However, upon expiration of that approved leave, failure to report to work with a CDL or driver's license after 3 days leave without pay will be considered an assumed resignation. Contractual provisions will prevail regarding leave provisions.

Employee

Responsibility For CDL: Drivers of commercial vehicles cannot have more than one license. If this rule is broken a court may fine the individual up to \$5,000 or send them to jail. Possession of more than one license will result in discipline up to and including termination from the County upon discovery.

Drivers of commercial vehicles must notify their employer in writing within 30 days of a conviction for any traffic violation (except parking), regardless of what type of vehicle being driven. A Commercial Driver's License Notification of Traffic Violation form is attached, and may be reproduced as needed.

Drivers of commercial vehicles must notify the Nebraska Motor Vehicle licensing agency in writing within 30 days if convicted in any other state of any traffic violation (except parking), regardless of what type of vehicle being driven.

Failure to properly notify the County of driving convictions or loss of driving privileges will result in discipline, up to and including termination. This applies any time driving privileges are revoked, suspended or limited in any way by any court or the Nebraska Department of Motor Vehicles or any other Administrative agency of the state of Nebraska or any other state jurisdiction.

Personnel Policy Bulletin

Number: 2002-6

Lancaster County

Date: November, 2002

Reference:	Title:
LB285 Commercial Motor Vehicle Safety Act of 1986 Supercedes Personnel Policy Bulletin 2002-2	Commercial Driver's License and Driver's License Personnel Policy Bulletin

Employee
Responsibility for
Driver's License:

Notify my immediate supervisor the next working day following a motor vehicle conviction which results in loss or suspension of my driver's license.

A Driver's License Violation Notification Form is attached, and may be reproduced as needed.

Suspended

CDL or Driver's License: Any employee who occupies a position requiring a CDL or driver's license and whose CDL or driver's license is suspended, will be subject to disciplinary action up to and including termination.



Georgia Glass, Personnel Director

11-18-02

Date



Bob Workman, County Board Chairman

11-19-02

Date

COMMERCIAL DRIVER'S LICENSE NOTIFICATION OF TRAFFIC VIOLATION

NAME: _____ TITLE: _____
DEPARTMENT: _____ DIVISION: _____

As a holder of a Commercial Driver's License (C.D.L.) I am responsible as follows:

1. I must notify the motor vehicle licensing agency within 30 days, If I am convicted in any other state of any traffic violation (except parking). This is true no matter what type of vehicle I was driving.
2. I must notify my immediate supervisor within 30 days of a conviction for any type of traffic violation which does not result in a loss of driving privilege (except parking). This is true no matter what type of vehicle I was driving.
3. I must notify my immediate supervisor the next working day following a motor vehicle conviction which results in loss or suspension of my driver's license.

Pursuant to that responsibility, I am hereby notifying the City of Lincoln/Lancaster County of the following:

LICENSE NUMBER: _____ DATE ISSUED: _____

EXPIRATION DATE: _____ CLASS: _____

TYPE OF TRAFFIC VIOLATION: _____

TYPE OF VEHICLE OPERATED (Check one): Personal C.D.L.

Other (please describe): _____

DATE TICKETED: _____ CITATION NO.: _____

DATE OF CONVICTION: _____

DID VIOLATION RESULT IN LOSS OF DRIVING PRIVILEGES: YES NO

IF YES, EXPLAIN: _____

Further, I understand that this document is an official City/County record, and that falsification of this document, or failure to report loss of driving privileges and/or license in the future is grounds for my being disciplined.

Dated this _____ day of _____, 20_____.

EMPLOYEE SIGNATURE

Supervisor Signature: _____ Date Received: _____